

Outreach Coordinator (Calgary)

Easter Seals Alberta takes pride in putting philanthropic dollars to good work. We continue to provide ongoing services to Albertans living with disabilities and medical conditions. We strive to ensure that the resources they need for an independent and full life are available. This is made possible with our three main supports:

- **Easter Seals Alberta's Camp Horizon** provides subsidized five-day summer camps and respite weekends for individuals with disabilities and medical conditions.
- **Accessibility Supports** provides critically needed equipment and support to those who qualify both physically and financially. This includes Equipment and Support Services (ESS), our home automation program, the disability travel card, the Give a Kid a Lift program, and the Phyllis Davidson Easter Seals Scholarship.
- **Easter Seals McQueen Home**, a self-governed, 24-hour personal care residence in Edmonton for people with disabilities looking to achieve more independence, greater inclusion into the community and access to employment, education and recreation.

Position

We are looking for a dynamic individual to join our team as the Outreach Coordinator! Easter Seals Alberta continuously works to assist and enhance the lives of those living with disabilities and medical conditions. We strongly believe in partnerships and working in collaboration with others to provide quality services to our clients.

The Outreach Coordinator will be instrumental in ensuring Albertans with disabilities are receiving the care they need and helping Easter Seals Alberta identify gaps in service.

The Outreach Coordinator is responsible for:

- Acting as a resource center for clients (Knowing the disability resources available in Alberta and being able to direct clients to the appropriate service);
- Ensuring unmet client needs are resolved through client driven decisions and connecting with appropriate community resources;
- Identifying and assessing the needs of isolated individuals found through community engagement and case findings to provide our clients with outreach services;
- Collaborating with other organizations to ensure client needs are met;
- Identifying opportunities for improving and supporting the individuals with disabilities of our community, including work with other groups and agencies;
- determine the community's capacity to respond to challenges impacting the safety and security of Albertans with disabilities.

- Building trust and long-standing relationships with individuals with disabilities and other non-profits in the disability sector;
- Advocating for services on behalf of the clients as needed;
- Collecting data for outcome measures;
- Assisting with the research, planning and implementation of workshops, groups, and special events of the agency;
- Other duties may be required to ensure the overall wellbeing of Albertans with disabilities.

Qualifications:

- An undergraduate degree in social work, disability studies, or other related field of study;
- Clean Criminal Record Check including Vulnerable Sector Check;
- Knowledge around existing resources for those living with disabilities;
- Excellent computer skills and ability to learn and utilize new software;
- Excellent written and oral communication skills;
- Ability to work independently and as part of a team;
- Ability to review information and resolve conflicts;
- Excellent attention to detail and organizational skills;
- Ability to work in a fast-paced environment;
- Previous experience working in a nonprofit is an asset.

The Outreach Coordinator reports to the Chief Executive Officer. Easter Seals Alberta is an equal opportunity employer and values diversity. Thank you in advance for your application. Only those candidates who are being considered will be contacted.

Please email your resume and cover letter to:

Paula Telfer

Chief Executive Officer
Easter Seals Alberta
paula@easterseals.ab.ca

Closing date: The application will be open until a suitable candidate is found.